



## Chapter Governance Manual 2020

# Guidelines for Developing a Chapter

### A Step by Step Guide

This guide provides step by step instructions for members of IACRN who are interested in developing a chapter in their geographical areas to further the mission of IACRN.

Developed by the Chapter Governance Committee

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# Guidelines for Developing a Chapter

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# IACRN Chapter Governance Manual

## Steps to Developing a Chapter

### Introduction

IACRN was established in 2008 and incorporated in 2009 as The International Association of Clinical Research Nurses. In 2011, the Board of Directors recognized that chapters would be an integral part of IACRN and developed *The Chapter Governance Committee*. The charge of this committee was to assist with processes related to local chapter development, namely, to create and maintain a standardized process for chapter development including an application process and ongoing support.

Since 2011, successful chapter development has proven critical to the growth and sustainability of IACRN and to the advancement and recognition of clinical research nursing as a specialty practice. Chapters advance the practice through planning and executing educational programs, promoting professional development, and providing opportunities for local networking and community building. Through these activities, chapters represent IACRN within their local community and contribute to the growth and support of the Association. Individual chapter membership provides research nurses the opportunity to increase visibility of clinical research nursing as a specialty and to strengthen the voice of IACRN worldwide.

IACRN Chapters are governed by IACRN Bylaws, the Chapter Charter Agreement (Appendix C), and the *Chapter Governance Manual*. IACRN Chapters have conventionally been groups of CRNs who meeting face to face to network and to exchange best practices. Since 2017, Virtual Chapters are growing and becoming an alternative format for building a chapter. Virtual Chapters enable CRNs to enjoy the same membership benefits regardless of geography. Both conventional IACRN Chapters and Virtual Chapters are comprised of IACRN members in good standing (active membership in IACRN) who share and uphold IACRN's mission: "to define, validate and advance clinical research nursing as a specialty practice and to support the professional development of registered nurses who directly or indirectly impact the care of clinical research participants." Both Local and Virtual chapters have the discretion to invite non-members to attend meetings as guests to learn about the Association and "see" the vision.

This packet of information includes step-by-step instructions and valuable resources to guide, promote, and support interested IACRN members through the process of starting a chapter in their local areas.

The Chapter Governance Committee will provide the following resources:

- A Chapter Advisor to assist with start up and ongoing reporting requirements
- A chapter area on the IACRN web site to post news and events
- A listing of members in your local area

## **Step-by-Step Guide to Starting an IACRN Chapter**

IACRN chapters promote IACRN's mission in their local and virtual communities by:

- Promoting and advancing IACRN's mission and vision.
- Providing professional development activities for clinical research nurses
- Providing networking opportunities to advance clinical research nursing practice

### **STEP 1 Getting started: Explore chapter interest in your area**

First, look at the mission and vision of IACRN. Discuss the idea of establishing a chapter with clinical research nurse colleagues in your community of practice. Identify the benefits and sustainability of local membership. Outline potential ways that the chapter will support the mission of IACRN such as providing varied educational and networking opportunities for nurses in your area.

### **STEP 2 Review the Chapter Development Guide and the Chapter Start-up Flowchart. Contact the Chapter Governance Committee (CGC)**

The CGC consists of IACRN members representing the different chapters from diverse geographic locations and who maintain chapter guidelines and provide ongoing chapter support for the Association. In 2011, the IACRN Board of Directors appointed the first CGC Chairperson. Thereafter, the CGC has maintained an internal succession plan where new committee leadership comes from the members of the CGC committee. In most cases, the CGC Co-Chair assumes the Chair position, in accordance with the CGC 500.01 standard operating procedure for succession planning and committee operations.

To get started in developing your chapter, go to the IACRN website and click on the [CHAPTERS](#) tab. The CHAPTERS page provides information about current Full and Pilot Chapters, links to [Download the Guide](#), [Quick Guide Chapter Start-Up Flowchart](#) and links to the Chapter Governance Committee leadership. Once you have reviewed the *Guide* and the *Start-Up Flowchart* please email the Chapter Governance Leadership. In the email include your contact information, geographic area for potential chapter development and a brief statement as to why you think a chapter will be successful in your area.

Follow this pathway:

- 1) Open the IACRN webpage ([www.lacrn.org](http://www.lacrn.org))
- 2) Click on the CHAPTERS TAB.
- 3) click CHAPTER STARTUP GUIDE.
- 4) Download the GUIDE.
- 5) Email chapter governance leadership for additional information on how to proceed with plans to start a chapter.

The CGC will assign to you a Chapter Advisor who will consult with you regarding viability of a chapter in your area. The Chapter Advisor will provide you with information about the steps

required to start and sustain a chapter including organizing, planning, marketing and reporting requirements.

### **STEP 3 Review the IACRN Bylaws and Policies**

Review the most current IACRN Bylaws and Policies posted in the *ABOUT US* tab on the website.

### **STEP 4 Develop a preliminary operating plan**

In formulating plans for your chapter, think about creating a Chapter Mission Statement and conducting a Needs Assessment. By working through these two processes your group will begin to develop a basic idea of how you plan to operate as a chapter. As your chapter evolves your vision statement will become clearer. Your Chapter Advisor will encourage you to develop a process to evaluate your activities.

- See sample mission statement: Appendix D
- See sample needs assessment: Appendix E

### **STEP 5 Establish a leadership team**

The chapter's leadership structure can be flexible based on the size and logistics of each chapter. The leadership structure and team should mirror the parent organization's structure where possible. However, the local chapter will have flexibility in its number of officers and leadership structure during start-up and during the pilot phase based on size and capacity. For example, chapters can designate a chair and co-chair at the start or it can elect positions for officers. The suggested officer positions once designated as a chapter affiliate are President, President-elect, Secretary, Treasurer, and Member-at-Large. Based on the local chapter's discretion not all positions need to be filled. If unoccupied, the responsibilities of each position must be met by combining positions. The responsibilities of each officer position should be developed and on file locally within year 1 of formal chapter affiliation, or earlier if available. See descriptions of IACRN officer positions in IACRN policies in the *ABOUT US* tab on the IACRN website. Local responsibilities should mirror these, but it is expected that there will be some variation based on local preference and operations.

### **STEP 6 Submit your "Initial Application - Intent to form a Chapter"**

After Steps 1 through 5 are completed, you may be ready to submit the Initial Chapter Application-Intent to form a Chapter (Appendix A). Consult with your Chapter Advisor to determine readiness to submit. Submit this document to the Chapter Governance Leadership and Chapter Advisor conveying your intent to form a chapter in your area. By completing this Initial Application-Intent to Form a Chapter, you are indicating your intent to form a potential chapter of IACRN. This is a preliminary step and does not grant status as a formal chapter. The completed Initial Application will be first reviewed by the Chapter Governance Leadership, Chapter Advisor and Chapter Governance Board Liaison. Your application will then be

presented to the IACRN Board of Directors for consideration to begin the steps required for recognition as an IACRN Pilot Chapter. Upon approval of this Initial Application, your group will then have a “Pilot Chapter Phase” to assess viability and sustainability before a Chapter Charter Agreement (Appendix C) is submitted and/or chapter status is granted. Your Advisor will notify you when pilot status is approved or denied. If the preliminary application is denied, your Advisor will provide recommendations for next steps (for example, ways to strengthen your application if desired). When your application is received a number will be assigned to your group. This number will be unique to your group and will stay linked to your chapter going forward. See the list below current as of January 2020:

|                                   |           |                               |
|-----------------------------------|-----------|-------------------------------|
| 001 Boston Chapter Pilot -        | 2013      | Full Chapter, June 2014       |
| 002 Ohio Valley, Pilot -          | 2014      | Full Chapter, Nov 2015        |
| 003 Rocky Mountain Pilot -        | 2014      | Full Chapter, Oct 2016        |
| 004 Northeastern Oklahoma Pilot – | 2015      | Administrative hold Dec 2018. |
| 005 United Kingdom Pilot -        | Oct 2014  | Full Branch, Oct 2016         |
| 006 New York City Pilot –         | Jan 2017  | Full Chapter, Oct 2019        |
| 007 Japan Pilot –                 | Jan 2017  | Full Chapter, Oct 2019        |
| 008 Michigan Pilot –              | June 2017 |                               |
| 009 Beijing Pilot –               | July 2017 |                               |
| 010 Houston Pilot –               | Jun 2017  |                               |
| 011 Florida Pilot –               | Oct 2017  |                               |
| 012 Africa Pilot -                | June 2018 |                               |
| 013 Shanghai Pilot                | Sept 2019 |                               |

#### STEP 7 Plan your first meeting

The first meeting for the chapter is an exciting step in the organizational process. Consult with your Chapter Advisor for advice on preparing for this meeting and to request a list of current members in your area. Use the following logistics checklist to be sure you have covered all items in your planning process. When selecting a meeting site, choose one that is centrally located to your targeted membership.

#### The Logistics Checklist:

- Establish a time and date
- Book a room
- Decide on meeting frequency and upcoming dates
- Identify marketing strategy
- Designate a person to record meeting minutes
- Decide whether you will offer snacks and include in your meeting announcements
- Send chapter meeting announcements (see sample in Appendix F)
  - Leading up to the meeting, announcements and reminders should be staggered. Experience has shown that at least 3 staggered announcements per meeting

seems to be effective (for example, announce the meeting, then follow up with a save the date, and a final reminder closer to the actual meeting date)

- Please do not yet use the IACRN logo. Chapters are not permitted to use IACRN's logo until authorized by the IACRN parent organization.
- At the meeting bring with you
  - Sign in sheets; many are now using an electronic registration, provided by a link in the announcement.
  - Location signs (to place in lobby or key locations)
  - Pens, paper, name tags
  - Copies of agenda
  - Contact information for officers (see sample in Appendix D)

#### Preparing the agenda (see sample in Appendix G)

- Best to incorporate a business meeting into the agenda along with IACRN mission, vision and strategic plan.
- Introduce officers
- Discuss membership and dues structure where applicable
- Emphasize that all chapter members ought to be members of IACRN
- Define the purpose of the meeting and the potential chapter goals.
- Ask your potential chapter members what they need/want from a chapter
- Decide on the featured program
  - If you plan to offer CEUs leave adequate time for planning and preparing required paper-work ahead of time. CEU applications and any expenses incurred are the responsibility of the local chapter.

#### Other ideas

- Get acquainted or icebreaker (usually a one-half hour time block, including sign-in with refreshments)
- Discuss future activities related to the chapter goals
- Preview future meetings and activities
- Inform potential members of the benefits of local chapter membership and of full IACRN membership

### **STEP 8: Develop a marketing/communication plan**

- Collect contact information for research nurses in your area. Be sure to include all nurses in academic and/or private medical centers, pharmaceutical or devices companies or CROs, and research educational support settings.
- You may request a **free** listing of IACRN members within the geographic area of your chapter by contacting the IACRN ([iacrn@iacrn.org](mailto:iacrn@iacrn.org)).
- Send an announcement of your Chapter's upcoming meeting. You may also request that the announcements be posted to the IACRN website by contacting [iacrn@iacrn.org](mailto:iacrn@iacrn.org) (see samples in Appendix F)

- Consider other marketing venues such as announcements to alumni and graduate nursing associations, schools of nursing and local newspapers, and hospital newsletters.
- The marketing plan should be ongoing and progressive to build and demonstrate creative alliances.

### **STEP 9 Ongoing Communication**

Once Pilot status has been granted, you will be responsible for continuing communication with your Chapter Advisor and to conduct all activities as per IACRN bylaws. The communication required is listed below.

- Pilot chapters are expected to designate a representative to sit on the Chapter Governance Committee. The purpose is for Pilot chapters to benefit from the wealth of information and strategies that are discussed at CGC meetings. The meetings are every two months via Virtual Call; meeting schedule is on the CGC webpage.
- 6 months after pilot status has been granted, the chapter leaders should provide a brief update regarding their chapter progress to the Chapter Advisor. This can be done via email or phone and does not require an official report per se.
- Chapter Annual Report. Annually, in April of each year, you are required to submit a *Chapter Annual Report* which is distributed by IACRN through Survey Monkey. The Chapter Annual Report is a summary of activities of your chapter which includes:
  - Leadership contact information
  - A brief description of progress for the past year and goals for the next year.
  - Meeting agendas, minutes, and attendance lists.
  - A chapter member roster. All chapter members must be active members of IACRN parent organization. You may send your member list to [iacrn@iacrn.org](mailto:iacrn@iacrn.org) to verify current IACRN membership.
  - Fiscal records if applicable.

Other responsibilities during this Pilot Phase include the following:

- ▶ Communicate with your Chapter Advisor at a minimum of every two months to discuss progress and any areas of concern.
- ▶ Meet at least annually as a Chapter Leadership team to discuss goals, evaluate progress and develop a strategic plan.
- ▶ Keep minutes of the meeting(s) on file.
- ▶ Formulate plans for the next year.

- ▶ Utilize the listing of members provided by IACRN to confirm membership status of local chapter members.

## **STEP 10 Naming the Chapter**

If you have been approved as a Pilot Chapter, you will identify your chapter as *your geographic area Chapter of the International Association of Clinical Research Nurses* (see sample Appendix G). The IACRN logo cannot be used without authorization by the IACRN parent organization and must be used in accordance with Bylaws. All chapter logos will be standardized and must be approved by IACRN.

## **STEP 11 Incorporation, Tax Exempt Status, Filing Requirements and Chapter Finances**

All approved chapters must incorporate as a not-for-profit corporation under the laws of the state in which the chapter is located and adhere to all reporting requirements.

The chapter's purposes must be stated as follows in its articles of incorporation (or other document required to form a not-for-profit corporation in your state):

To support The International Association of Clinical Research Nurses, Inc. by promoting excellence in the nursing management of research participants through research, education, collaboration, and dissemination of best practices and other appropriate purposes under Section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code, within **[insert applicable region or state]**.

Most states require not-for-profit corporations to file a simple annual report and submit a small fee to maintain the corporation in good standing. Do not forget to make these annual filings (and any other required filings) as the corporation will be dissolved if reporting obligations are not met. If the corporation is dissolved, the Chapter's officers and directors could be personally liable for the Chapter's obligations and liabilities.

Once the chapter has been incorporated, it must obtain its own tax identification number (EIN) from the IRS. You can apply online for an EIN by going to <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>.

Next, the chapter must apply for tax exempt status under Section 501(c)(6) of the Internal Revenue Code by filing an application on Form 1024 and submitting it to the IRS. Go to <https://www.irs.gov/charities-non-profits> for more information. If the application is accepted, the IRS will review the application and issue the chapter a determination letter granting the exemption. Chapters must submit a copy of this determination letter to IACRN.

Chapters MUST file annual tax returns (called "information returns") with the IRS. As most chapters will have annual gross receipts of \$50,000 or less, they can satisfy their annual

reporting requirement by electronically submitting the Form 990-N, Electronic Notice (known as the “e-Postcard”) to the IRS. This is a very simple filing.

Form 990-N is due every year by the 15th day of the 5th month after the close of your [tax year](#). **You cannot file the e-Postcard until after your tax year ends.**

**Example:** If your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address it has on record.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file the required Form 990-N for three consecutive years will [automatically lose their tax-exempt status](#). Revocation of the organization’s tax-exempt status will happen on the filing due date of the third consecutively-missed year. For more information please go to: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

#### Local Chapter Member Dues

Chapter membership dues are optional and up to individual chapters to designate and manage. This may be subject to change as the parent organization evolves and all chapters will be notified in advance of any change in this process. Dues are used to offset chapter expenses for example: postage, printing or refreshments for chapter meetings. If a chapter determines dues are necessary to maintain the operations, dues should be priced to meet your chapter’s necessary expenses, but not so high that they will discourage anyone from joining. Annual Chapter dues may not exceed 60 dollars or two thirds the amount of current annual IACRN dues. Chapter dues average about \$15-25 per year. All members of chapters must be members of IACRN.

If you will be collecting dues, refer to the Standard Policy your chapter must open a bank account in the Chapter’s name (preferably interest bearing or, at least, without a maintenance fee). Many banks waive account fees for non-profit organizations. Chapter funds may not, under any circumstance, be held in a member’s personal bank account. You will not be able to open a bank account until the chapter has been incorporated and obtained an EIN. You may, however, open a bank account before filing the Form 1024 application for tax exempt status. Make sure to keep accurate banking and records. Each Chapter should make sure that bank statements are sent to at least two (2) different chapter officers. In addition, there should be at least two (2) officers designated as signatories on the chapter’s account(s) and the signatories should be updated each time there is a change in the designated officers to remove/add individuals as necessary. Chapters should never vest control of bank account(s) to a single individual.

As there will be filing fees and other expenses incurred in connection with forming the chapter, such expenses should be considered when setting annual dues. The chapter must create and submit their plan for collecting and managing dues for approval by their chapter advisor before they begin to collect money. See Sample Chapter Dues SOP (Appendix I)

For chapters developed in countries other than the United States, local rules must be followed. International Chapters are encouraged, if possible, to incorporate as not-for-profit tax-exempt organizations under applicable local laws and comply with all applicable laws and regulations.

Accurate financial books and records are essential. Develop a simple financial sheet to track the flow of funds to and from the treasurer. (See sample in Appendix H) Alternatively, you could utilize a software program such as Excel, Quicken, Quick-books or Mint, to name a few, to manage your chapter finances. You must keep records of dues received, all expenses and active membership lists. You can contact your Chapter Advisor to talk about your chapter's financial matters as needed.

## **STEP 12 Apply for Your Chapter Charter**

After completing a successful pilot phase of at least 1 year and upon the approval and recommendation of your chapter advisor, the next step is to apply for full chapter status and chapter charter. All chapters must be chartered by IACRN. The Chapter Charter Agreement, Appendix C, along with the IACRN Bylaws, are the governing documents for the chapter. The purpose of the Chapter Charter Agreement is to clearly identify the expectations and obligations of both the chapter and of IACRN. The Charter is designed to protect the interests and non-profit tax status of both parties.

In collaboration with your Chapter Advisor, complete the *Pilot Chapter Application for Full Chapter Status (Appendix B)*. Pilot Chapters may find the *Chapter Advisor's Checklist*, (Appendix M), helpful as they prepare their application. The application for full chapter status should include the following information for your request to be processed.

- Mission statement
- Copy of past meeting agendas
- Pilot phase financial records (if applicable)
- List of Chapter Officers (and description of responsibilities)
- List of Chapter Members
- Charter Agreement –
  - The *Chapter Charter Agreement* is required and must accompany the *Pilot Application for Full Chapter Status*. Without the *Chapter Charter Agreement*, full chapter status cannot be granted until the Charter Agreement is submitted.
  - All Pilot Chapter officers should review the Charter Agreement. The Chapter President and Treasurer will sign. Additionally, anytime you have new officers, the charter should be reviewed with them as part of their orientation to their new role.

These documents along with a cover letter should be submitted to your Chapter Advisor for review. Your documents will then be presented to the IACRN Board for approval or modification. You will receive feedback and an official designation as a chapter if approved or suggestions for improvement. Your chapter advisor will provide guidance and oversight during the development process until a formal decision has been rendered by the IACRN Board.

### **STEP 13 Establish Committees as needed**

Committee formation may be an important part of chapter leadership and sustainability. Each chapter can decide when to develop committees and what committees would best serve their chapter needs. There are two types of committees: the standing committee and the task force. You might want to form a task force to accomplish a specific project. The life of a task force is limited (such as developing a needs assessment) and it is dissolved once it has accomplished the task it was formed to complete. Examples of standing committees include: Program or Education Committee, Membership Committee, Nominating Committee, and others per local discretion.

### **STEP 14 Resources & Future Planning**

Potential chapter resources are discussed in section 5.0 of the *Chapter Charter Agreement*, Appendix C. Once you have an established chapter, the process for ongoing evaluation and strategic planning must continue. Chapters must act in accordance with IACRN bylaws at all times.

### **STEP 15 Chapter Website Guidelines**

IACRN provides chapter pages on the IACRN website for posting chapter activities and events. *Appendix L* outlines guidelines for establishing chapter websites external to the IACRN main website.

**INITIAL APPLICATION FOR INTENT TO FORM AN IACRN CHAPTER**

Following consultation with your Chapter Advisor, please complete this form and submit to your Chapter Advisor and Chapter Governance Chair. By completing this application, you are indicating your intent to start a potential chapter of IACRN. This is a preliminary step and does not grant status as a formal chapter. The completed application will be reviewed by your Chapter Advisor and Chapter Governance Chair. The application is then presented to the IACRN Board for consideration to begin the steps required for formal recognition as an IACRN Pilot Chapter. Upon approval of this preliminary application, a “Pilot phase” is provided to assess viability and sustainability before a chapter charter application is submitted and/or chapter status is granted.

Pilot Chapter President’s Name: \_\_\_\_\_

Proposed name of chapter: \_\_\_\_\_

*\*once approved all chapters will be named as geographic area Chapter of the International Association of Clinical Research Nurses. For example: Boston New England Chapter of the International Association of Clinical Research Nurses.*

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

IACRN membership #: \_\_\_\_\_

Geographic target area of chapter: \_\_\_\_\_

Founding member(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit a brief description of:

1. Your strategic plan including the need for a chapter in your area.
2. Describe the population of research nurses who would be your potential membership (number, facilities, etc.) and targeted geographic area.
3. Include information on your marketing strategy, leadership plans, fiscal needs and tracking mechanism, meeting agenda and/or minutes and preliminary mission statement

**Initial Application Signature Page**

(Must accompany the *Initial Application for Intent to Form an IACRN Chapter*)

Date received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Date reviewed by CGC: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Date reviewed by IACRN Board \_\_\_\_\_

Date pilot chapter status approved \_\_\_\_\_

IACRN President or delegate signature: \_\_\_\_\_

OR

\_\_\_\_\_  
Date further consultation recommended or not eligible for pilot status at this time.

IACRN President or delegate signature:  
\_\_\_\_\_

Comments:

(this space can be used by the Chapter Advisor to document correspondence with potential chapter leaders)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## PILOT CHAPTER APPLICATION FOR FULL CHAPTER STATUS

[Following consultation with your Chapter Advisor, please complete this form and submit to your Chapter Advisor and Chapter Governance Chair. By completing this form, you are indicating that your group has demonstrated viability, sustainability and is seeking recognition of Full Chapter status. The completed application will be submitted by your Chapter Advisor and Chapter Chair, then reviewed by the Chapter Governance Committee leadership who presents your application to the IACRN Board of Directors for consideration.]

President:

Current Name of Pilot Chapter:

Proposed Name of Full Chapter:

President's contact information:

phone number:

Email Address:

Chapter email:

President IACRN membership #

Geographic target area of chapter:

Founding member(s):

[Please submit a brief description of your strategic plan including the on-going need for a chapter in your area. Describe the population of research nurses who will continue to grow your membership (number, areas of employment etc) and targeted geographic area. Include information on your marketing strategy, leadership plans, fiscal needs, tracking mechanism, meeting agenda and/or minutes and your mission statement.]

**Date:**

**To: IACRN Chapter Governance Committee and IACRN Board of Directors**

**RE: (Name of Pilot Chapter) application for IACRN Full Chapter Status**

**Purpose:** Following consultation with our Chapter Advisor, \_\_\_\_\_, we are applying for recognition as a Full Chapter of IACRN

**1. Initial Proof of Need for a Pilot and ongoing need for a Full Chapter**

Describe the need for a Full chapter in your area.

**2. Population of CRNs in Area**

Describe the population of CRNs in your area

**3. Mission / Vision** Describe the mission and vision of the Pilot chapter

**4. Pilot Chapter Development History and Strategic Plan**

- a. Describe the development of your Pilot chapter
- b. Describe the strategic plan for the Full chapter and how it relates to the IACRN strategic plan.

**5. Marketing strategy:** Describe the marketing strategy for the full chapter

**6. Institutional support:** Describe the types of institution support your full chapter may have.

**7. Leadership:** Describe the leadership structure

**8. Meetings:** meeting frequency

**9. Conclusion** Ending statement; anything else you would like to add to support your Pilot being recognized as a Full Chapter

Respectfully submitted,  
Pilot Chapter leadership: names

**IACRN CHAPTER CHARTER AGREEMENT**  
**(Must accompany the *Pilot Chapter Application for Full Chapter Status*)**

THIS CHARTER AGREEMENT (the “Agreement”), is made this \_\_\_\_\_ day of \_\_\_\_\_ 20XX, between the International Association of Clinical Research Nurses (“IACRN”), and the \_\_\_\_\_ (“Chapter”), an affiliate of IACRN. Chapters are governed by the IACRN Bylaws, the Chapter Charter Agreement, and the Chapter Development Guide.

THE PURPOSE of chartering as an IACRN Chapter is to promote and advance the mission and vision of IACRN within the Chapter’s community. Chapters are required to conduct all business in accordance with the law, in alignment with the values of IACRN, and with the highest integrity.

The purpose of this Agreement is to clearly identify the expectations and obligations of both the Chapter and of IACRN.

**1.0 Use of Name and Logo.** \_\_\_\_\_ Chapter of IACRN is authorized to use IACRN’s name, acronym, and standardized chapter logo as provided by IACRN in conjunction with the Chapter’s name. IACRN will be the sole owner of the IACRN name, acronym, and logo. The Chapter’s acronym will be determined by IACRN (customarily geographic area-IACRN, for example Boston Chapter of IACRN).

**2.0 Term & Termination.** The Term of this Agreement shall commence on the effective date (above) and will continue unless revoked by IACRN or surrendered by Chapter, pursuant to the terms of this Agreement for revocation and surrender. It is the responsibility of the Chapter Board to ensure the Chapter maintains compliance with the terms and conditions of the IACRN Bylaws, Chapter Charter Agreement, and Chapter Development Guide.

**2.1 Chapter Finances.**

All members of chapters must be members of IACRN. If a chapter determines dues are necessary to maintain its operations, dues should be priced to meet the Chapter’s necessary expenses, but not so high that they will discourage anyone from joining. Chapter dues may not exceed two thirds of national dues. Chapter dues average \$15-20 per year.

If a chapter collects dues, a bank account must be opened under the chapter’s name. The local chapter dues are charged and collected separately from the parent IACRN annual dues. IACRN and its chapters are non-profit organizations. Each Chapter must establish a non-profit entity under the laws of their jurisdiction and obtain tax identification numbers as required. Reporting criteria must be in adherence with local, state, and federal laws, in addition to IACRN bylaws. Bylaws are subject to change as the IACRN operations evolve. Chapters will be notified in advance if a change that affects the local chapter.

## **2.2 Chapter Purchases.**

Chapters are responsible to ensure all funds collected or donations received are used to meet the vision, mission of IACRN and the chapter. Chapters will need to support its activities with funds acquired through chapter dues or other revenues raised by the chapter on its own behalf.

## **3.0 Chapter Membership & Communication.**

Chapter members must maintain membership in IACRN parent organization. The terms and conditions of membership in IACRN will be determined exclusively by IACRN. IACRN will be the sole owner of the membership list of names, mailing addresses, email addresses, and phone numbers of all members. The IACRN, at the discretion of the Board of Directors, retains the right to rent, sell, or trade membership information to other professional organizations or entities that may benefit the IACRN organization or its members. Images, such as photographs, taken at IACRN annual conferences and meetings, may be used in promotional activities of the Association.

The primary Chapter officers and/or chairpersons shall maintain current, active IACRN membership.

Communication between Chapters and the Chapter Advisor is vital to the success of the Chapter. The primary Chapter officers:

- Shall maintain regular communication with the Chapter Advisor for the purpose of ensuring the continued success of the Chapter. This includes but is not limited to, responding to email and phone calls in a timely manner, and contacting the Chapter Advisor by email or phone to discuss Chapter needs or questions.
- Shall maintain regular communication with the other officials of IACRN as requested
- Shall maintain a current primary email address in their IACRN member profile.

**4.0 Obligations of Chapter.** IACRN operates on a Fiscal Year (FY) of January to December. For compliance with reporting requirements, it is required that Chapters follow the same Fiscal Year. Chapters will be asked to submit an annual report to the Board of Directors of IACRN that summarizes its membership, chapter activities, and financial activities (including bank statements if applicable) when requested by the Board, annually in April.

**4.1 Good Standing.** Chapters shall maintain “Good Standing” status as identified by the following requirements. Chapters not in compliance with the Good Standing requirements may have their Charter revoked and be terminated.

**4.1.1** Chapters will agree to abide by this Charter Agreement as evidenced by the Chapter President’s and Treasurer’s signatures on the signature page of this Agreement.

**4.1.2** The outgoing Chapter officers will review this Charter Agreement with the incoming officers during officer transitions.

**4.1.3** Chapters not in compliance with the tenants of the Chapter Charter Agreement may be disbanded if the non-compliance is not corrected. Extenuating circumstances, such as natural disasters, will be taken into consideration when making a final determination on termination.

**4.2 Contracts and Grants.** Chapter shall not enter into contracts or agreements on behalf of IACRN unless they have received prior approval as such in writing from IACRN.

### **4.3 Chapter Records Retention.**

Chapters are responsible to maintain and retain Chapter documents as described in Appendix J of the Chapter Development Guide and in compliance with the IACRN Record Retention Policy, available in Appendix K of the Chapter Development Guide or from [IACRN@IACRN.org](mailto:IACRN@IACRN.org). Chapters can store their records in a Google Drive, Dropbox, BOX files or other secure electronic storage.

Examples of chapter documents to be retained:

- Chapter meeting programs, minutes, membership lists, activities, and operations as requested by IACRN.
- Documents related to chapter operations:
  - Administrative Documents
    - Chapter application for Pilot and Full Chapter Status
    - Chapter Charter Agreements
  - Business Records:
    - Meeting minutes from all Committee Meetings
    - Meeting minutes from all Chapter Board Meetings
    - Membership Records
  - Financial Records:
    - Cash Receipts Records
    - Cash Disbursement Records
    - Bank statements
  - Annual Reports

**4.4 Tax-Exempt Status.** The Chapter will operate consistently with its status as a non-profit, tax-exempt organization. The Chapter's organizational documents shall provide that no part of the assets of the chapter shall be used for the personal benefit of any individual, and the Chapter shall be operated in accordance with that principle.

**5.0 Chapter Support from IACRN.** Based upon IACRN resources, the Chapter will receive the following support and benefits from IACRN. Please note that there may be a cap to the number of chapters that can be supported during at any given time based on Chapter Governance

resources and discretion. With proper notification IACRN may change support if it deems it is in the best interest of IACRN or the Chapter.

- **Consultation:** IACRN will make available consultation and advisory support to the Chapter to foster its success through, but not limited to, the Chapter Advisor.
- **Marketing:** IACRN will provide the Chapter with the ability to post announcements, meetings of local activities on the IACRN web site.

- **Membership list:** IACRN will provide Chapter Officers with access to a list of IACRN members in the chapter's geographic location.
- **Written Resources:** IACRN will make available to Chapter written resources that will guide the Chapter in its governance and management, including but not limited to, sample agendas and announcements, position descriptions of elected officers, and sample needs assessments.
- **Dedicated web page:** IACRN will make available a chapter page on IACRN's website. Chapters can design their content in compliance to the Chapter Webpage Policy, available thru [IACRN@IACRN.org](mailto:IACRN@IACRN.org).

### **6.0 Revocation / Disbandment or Surrender of Charter / Re-Charter.**

This Charter shall remain in effect unless it is revoked by IACRN or surrendered by the Chapter. IACRN shall have the authority to revoke the Charter of the Chapter if the Chapter is in breach of any provision of this Agreement. In this event, the following will apply:

#### **6.1 Revocation/Disbandment**

- Any decision by IACRN to revoke/disband Chapter's Charter shall be initiated by sending email notification to all Chapter Officers of record, specifying the grounds upon which the revocation is based. IACRN shall provide Chapter with twenty-one (21) days from the date of such notice to satisfactorily resolve the issue(s).
- If IACRN determines that a Chapter has not satisfactorily resolved the issue, IACRN shall so notify Chapter officers of record in writing via email and will implement the disbandment process.
- All Chapter financial obligations shall be satisfied by the Chapter prior to the disbandment of the Chapter.
- All remaining monies in the Chapter's accounts shall be disposed of consistently with local law and the Chapter's organizational documents shall provide that the net assets become the property to IACRN upon dissolution.
- In some cases, disbanded Chapters may regroup and re-charter after a period of time. This will be handled on a case-by-case basis.

**(Chapter Name) Chapter Charter Signature Page**

(Must accompany the *Chapter Charter Agreement* submitted with *Pilot Chapter Application for Full Chapter Status*)

**(Chapter Name)** officers have read and agree their Chapter will abide by this Agreement.

| <b>Chapter President</b>        | <b>Chapter Treasurer</b> |
|---------------------------------|--------------------------|
| Title: (Chapter Name) President | (Chapter Name) Treasurer |
| Signature:                      | Signature:               |
| Print Name                      | Print Name               |
| Date:                           | Date                     |
| President's Email               | Treasurer's Email        |
| IACRN Membership #              | IACRN Membership #       |

| <b>Chapter Advisor or Designee</b> | <b>IACRN President or Designee</b> |
|------------------------------------|------------------------------------|
| Signature                          | Signature                          |
| Printed Name                       | Printed Name                       |
| Date                               | Date                               |

## SAMPLE CHAPTER MISSION STATEMENT

### BOSTON New England Chapter of IACRN *Sample* Mission Statement

Research nurses make a unique contribution to the research team by providing their clinical expertise to deliver safe, effective, quality nursing care to participants enrolled in clinical studies.

The mission of the Boston New England Chapter of IACRN is to provide a forum for Research Nurses, Research Nurse Practitioners, and other interested nurses to discuss issues common to this specialized practice.

Working collaboratively with the IACRN, the Chapter will provide an opportunity to discuss and define the unique skill set, body of knowledge, and clinical expertise that Research Nurses contribute to the research team. The Chapter also provides a vehicle for problem solving, networking, professional development, and building relationships across Boston and greater New England.

#### Officers

#### Boston New England Chapter of IACRN

|  |  |
|--|--|
| <b>President</b><br><b>Mary Larkin, MS, RN</b><br><b>Massachusetts General Hospital</b><br><a href="mailto:mlarkin1@partners.org">Mlarkin1@partners.org</a>                              | <b>Treasurer</b><br><b>Lauren Donahue, RN, BSN</b><br><b>Brigham and Women's Hospital</b><br><a href="mailto:Ldonahue1@partners.org">Ldonahue1@partners.org</a>                              |
| <b>President Elect</b><br><b>Linda Pitler, RN, MS, CCRC</b><br><b>Massachusetts General Hospital</b><br><a href="mailto:lpitler@partners.org">lpitler@partners.org</a>                   | <b>Secretary</b><br><b>Kerry Milaszewski, BS, RN, CDE</b><br><b>Joslin Diabetes Center</b><br><a href="mailto:Kerry.Milaszewski@joslin.harvard.edu">Kerry.Milaszewski@joslin.harvard.edu</a> |
| <b>Vice President/Membership Chair</b><br><b>Amy Sbrolla, RN, BSN, ACRN</b><br><b>Massachusetts General Hospital</b><br><a href="mailto:asbrolla@partners.org">asbrolla@partners.org</a> |  |

**YOUR CHAPTER NAME OF IACRN *Sample* Needs Assessment**

*The founders of the YOUR CHAPTER NAME - IACRN would like your feedback to assess interest in local Chapter activities. Please complete this needs assessment. Do not include your name. Comments are welcomed.*

In section A please √ 5 topics that interest you most. Choose 5 and place a \* next to the 2 that you think are most important.

A. Choose your top 5 and star \* two as the most important to you

- Informed consent
- Recruitment and retention of study volunteers
- Steps in research study implementation
- Research nurse resources
- Communication with other members of study team
- Defining research nurse role
- Developing your own research
- Spotlights on practice
- Ethical dilemmas in research nursing practice
- Financial aspects of study management
- Quality and safety

In section B please √ what types of learning venues you would like. Choose 3 and place a \* next to the 2 that you prefer.

B. Choose your top 3 and star \* two as most preferred

- Journal club (article reviews and discussion)
- Spotlight on practice (presentations by peers re: their role)
- Presentations from fellow research nurses (on topics of interest)
- Guest speakers
- Case studies
- Topic based discussions (all attendees led by facilitator)

In section C please √ what is most meaningful to you about attending local chapter meetings. Choose 3 and place a \* next to the 2 that are most meaningful to you.

C. Choose 3 and place a \* next to the two that are most important to you

- Enhanced knowledge
- Networking with nurses in similar roles
- Heightening awareness of role
- Advancing professional practice of research nurses
- Professional development

D. Comments/Suggestions

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## Sample Chapter Meeting Announcement

Dear Research Nurse Colleagues,

Please join us for the next meeting of the YOUR CHAPTER NAME of IACRN to be held on Thursday, October 13, 20XX at 6:00 PM for a discussion of "*Ethical Challenges in Clinical Research Nursing*". CEUs will be provided.

Meeting location: MEETING Room, YOUR LOCATION, CITY, STATE.

The "HEILBRUNN Conference Room is located on the 2nd floor "Pike" of MAIN STREET MEDICAL CENTER near the 15 Francis Street entrance (Emory side of the bridge).

**Directions to this conference room:**

Enter through the hospital's 15 Francis Street entrance, located at the corner of Francis St. and Huntington Ave.

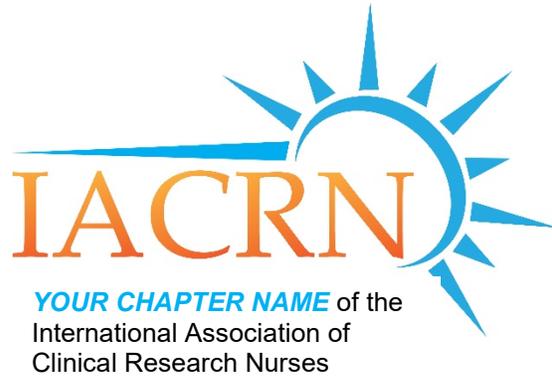
Upon entering the lobby, take a right at the security desk.

Heilbrunn Conference Room is located at the end of this hallway, directly in front of you.

Please RSVP to [yourcontact\\_email@email.org](mailto:yourcontact_email@email.org).

Chapter Contact information.

[www.iacrn.org](http://www.iacrn.org)



SAMPLE PILOT / FULL CHAPTER LOGO  
 Receive official logo from IACRN.org

### Sample CHAPTER Meeting Agenda Template

**Name of Your Chapter - IACRN**

**Date of Meeting,**

**Location of Meeting**

#### **Business Meeting: Chapter President 25 mins**

1) Welcome/Intros 5 mins

2) Announcements

- Next IACRN annual conference meeting in City, Date
- Refer members to IACRN web site <http://iacrn.memberlodge.org/> www.iacrn.org
- Active membership in IACRN is \$100.00/year; now have a 2-year membership option.

3) Update on chapter development status (15 mins)

5) Future meetings

- Meeting dates: list dates for the year or next meeting date / location
- Suggestion re future meeting CEU topics/speakers

6) Chapter committee updates

- Program Committee Chair
- Nominating committee

Program Introduction: Introduce Presenter

Program: 60 mins (45 mins with 15 mins Q&A)

Re-cap of Meeting: Chapter President (5 minutes)

## Sample Chapter Meeting Agenda



**Boston New England - IACRN  
 March 8, 2012; 5:30-7:00 PM,  
 Brigham and Women's Hospital  
 Carrie Hall**

### **Business Meeting (M Larkin) 25 mins**

- 1) Welcome/Intros 5 mins
- 2) Announcements
  - Next IACRN meeting in Houston October 17-20, 2012
  - See IACRN web site [www.iacrn.org](http://www.iacrn.org)
  - Active membership in IACRN is \$100.00/year
- 3) Update on chapter development status (15 mins)
  - Pilot chapter designation
  - IACRN now has a Chapter Development Committee to develop a process for groups interested in becoming chapters
  - Dues for Boston chapter
    - Waiting to hear back from IACRN on chapter guidelines
- 4) Message from the IACRN President: Shaunagh Browning
- 5) Future meetings
  - Meeting dates
    - 3 meetings per year
    - June 14, 2012; (2012/2013 schedule TBA in June) Rotating locations.
  - Suggestion re future meeting CEU topics/speakers
- 6) Working committees
  - Program Committee Chair: Kerry Milaszewski

### **Program: Panel presentation 60 mins (45 mins with 15 mins Q &A)**

1. Charlene Malarick, RN, BSN, CCRC, Senior QA/QI Specialist  
 Human Research Quality Improvement Program; Partners Health Care  
 Expertise: Quality control, education, and regulatory documentation.
2. Lauren Donahue, RN, BSN, Outpatient Research Nurse  
 Center for Clinical Investigation; BWH

3. Kerry Milaszewski, BS, RN, CDE, Pediatric Nursing Research Coordinator  
Diabetes research in the pediatric, adolescent and young adults  
Joslin Diabetes Center
4. Laurie Lawler, RN, Research Nurse  
Pulmonary Vascular Disease; BWH
5. Diane L. Carroll, PhD, RN, FAAN, FAHA, Yvonne L. Munn Nurse Researcher  
Munn Center for Nursing Research  
Institute for Patient Care  
Massachusetts General Hospital  
Chair, Panel B; Human Research Committee, Partners HealthCare  
Expertise: Nursing Research
6. Re-cap (M Larkin) (5 minutes)
7. ADJOURN

**SAMPLE Starter Spreadsheet for Tracking Chapter Annual Expenses**

Tracking of income and expenses is essential for tax reporting purposes

|                         |          |                       |                 |
|-------------------------|----------|-----------------------|-----------------|
| <b>Chapter Income</b>   |          | <b>Total Income</b>   | <b>\$xxx.00</b> |
| Membership dues         | \$xxx.00 | <b>Total Expenses</b> | <b>\$xxx.00</b> |
|                         | \$xxx.00 | <b>2011 Net</b>       | <b>\$xxx.00</b> |
| <b>Total income</b>     | \$xxx.00 |                       |                 |
|                         |          |                       |                 |
| <b>Admin Expenses</b>   |          |                       |                 |
| Advertising             |          |                       | \$xxx.00        |
| Web page                |          |                       | \$xxx.00        |
| <b>Meeting Expenses</b> |          |                       |                 |
|                         |          |                       |                 |
| Mar                     | location | snacks                | \$xxx.00        |
|                         |          | paper goods           | \$xxx.00        |
|                         |          | drinks                | \$xxx.00        |
|                         |          | copying               | \$xxx.00        |
|                         |          | postage               | \$xxx.00        |
|                         |          | Speaker expense       | \$xxx.00        |
| <b>Mar Total</b>        |          |                       | \$xxx.00        |
|                         |          |                       |                 |
| June                    | location | snacks                | \$xxx.00        |
|                         |          | paper goods           | \$xxx.00        |
|                         |          | drinks                | \$xxx.00        |
|                         |          | copying               | \$xxx.00        |
|                         |          | postage               | \$xxx.00        |
|                         |          | Speaker expense       | \$xxx.00        |
| <b>June Total</b>       |          |                       | \$xxx.00        |
|                         |          |                       |                 |
| November                | location | snacks                | \$xxx.00        |
|                         |          | paper goods           | \$xxx.00        |
|                         |          | drinks                | \$xxx.00        |
|                         |          | copying               | \$xxx.00        |
|                         |          | postage               | \$xxx.00        |
|                         |          | Speaker expense       | \$xxx.00        |
| <b>November Total</b>   |          |                       | \$xxx.00        |
| <b>Year Total</b>       |          |                       | \$xxx.00        |

## Sample Dues SOP

### Membership Type and Dues

- a. IACRN (parent association) annual active membership dues currently \$100 (as of January, 20XX).
- b. Boston Chapter of IACRN- annual active membership dues \$20. *If members of the board would like to increase the annual membership dues, a vote will take place at one of the meetings.*
- c. Boston Chapter of IACRN-members must also be a member of the IACRN parent organization. The Boston Chapter treasurer/board member will check the parent association membership status of the Boston Chapter of IACRN-member at the time they join the Boston Chapter and at the time of their Boston Chapter yearly renewal. The treasurer/board member will check membership status according to IACRN policies. The Boston Chapter of IACRN treasurer/board member will work with the parent IACRN to access membership status as permitted by the IACRN parent association.
- d. Potential Boston Chapter members may attend two meetings without paying dues to the IACRN parent organization or the Boston Chapter. After potential members attend two meetings, they will be asked to make their decision on joining. Guests who are present at meetings will not have voting privileges unless they are an active member of both the IACRN parent organization *AND* the Boston Chapter of IACRN.

### II. Payment of Dues

- a. The Boston Chapter has obtained a **federal tax ID number, which is: 46-2341395. The current legal status of the Chapter is as a nonprofit, unincorporated, 501(c6)"Association". By operation of Massachusetts state law, the Chapter is a non-profit organization.**
- b. Payment of dues (currently \$20 as of April 2013) may be made by the following methods:
  1. Personal Check made out to Boston Chapter of IACRN.
  2. PayPal: If the member has a PayPal account, they may make a payment to the Boston Chapter of IACRN through the PayPal system. If the member does not have an active PayPal account, they may provide their e-mail address to the treasurer and the treasurer will e-mail the member an invoice through the PayPal system. The member will then follow instructions given on the invoice to make a payment through the PayPal system.
- c. A checking account held at local bank will be maintained by the Boston Chapter of IACRN Treasurer. Personal checks for membership fees will be deposited into the checking account. Periodically (when the PayPal acct balance exceeds \$200), the

- d. money will be transferred from the PayPal account into the checking account. The deposits and transfer of funds will be recorded in a Treasurers Report and will be available for review by the Boston Chapter's Board and by the IACRN parent association. A formal report will be provided on an annual basis to the IACRN Parent Association.
- e. Use of money by the Chapter will be in accordance with IACRN policies.

### **Chapter Records Retention.**

Chapters are responsible to maintain and retain Chapter documents as described in Appendix J of the Chapter Development Guide and in compliance with the IACRN Record Retention Policy, available in Appendix K of the Chapter Development Guide or from [IACRN@IACRN.org](mailto:IACRN@IACRN.org). Chapters can store their records in a Google Drive, Dropbox, BOX files or other secure electronic storage.

Examples of chapter documents to be retained:

- Chapter meeting programs, minutes, membership lists, activities, and operations as requested by IACRN.
- Documents related to chapter operations:
  - Administrative Documents
    - Chapter application for Pilot and Full Chapter Status
    - Chapter Charter Agreements
  - Business Records:
    - Meeting minutes from all Committee Meetings
    - Meeting minutes from all Chapter Board Meetings
    - Membership Records
  - Financial Records:
    - Cash Receipts Records
    - Cash Disbursement Records
    - Bank statements
  - Annual Reports

|   |                               |  |               |
|---|-------------------------------|--|---------------|
|  |                               | <b>STANDARD OPERATING PROCEDURE</b>                                  |               |
|   |                               | <b>International Association of Clinical Research Nurses (IACRN)</b> |               |
| <b>SOP TITLE:</b>   | IACRN Record Retention Policy | <b>SOP Number:</b>   | <b>100.02</b> |
| <b>Original Approval Date:</b>  | December 13, 2019             | <b>Revision History Version:</b>                                     | <b>1.0</b>    |

### A. General Policy Statement

The purpose of this policy is to allow the International Association of Clinical Research Nurses (hereinafter "IACRN") to identify, retain, store, and dispose of the Association's records in an appropriate, legally sound, and orderly manner.

Except as otherwise indicated, documents shall be retained for the number of years indicated in Part B.

Irrespective of the retention periods specified in Part B, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving IACRN, or (ii) learning circumstances likely to give rise to such an action, proceeding or investigation, all documents in any way relating to such a matter shall be preserved and safeguarded.

No officer, director, staff member, agent or member of IACRN shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter.

Management is expected to utilize documentation practices and comply with standards outlined in this policy.

### B. Record Retention Schedule

#### Board and Membership

|    |  |             |
|----|--|-------------|
| 1. | Articles of Incorporation                | Permanently |
| 2. | Association by-laws                      | Permanently |
| 3. | Policies and Procedures                  | Permanently |
| 4. | Minute books of directors and committees | Permanently |
| 5. | Publications                             | Permanently |
| 6. | Membership Directories                   | Permanently |
| 7. | Chapter Governance Documents             | Permanently |

#### Contracts & Correspondence

|    |  |             |
|----|--|-------------|
| 1. | Contracts and leases (expired)                     | 7 years     |
| 2. | Contracts and leases still in effect               | Permanently |
| 3. | Correspondence (routine) with customers or vendors | 1 year      |
| 4. | Correspondence (general)                           | 3 years     |
| 5. | Correspondence (legal and important matters only)  | Permanently |

#### Financial Records

|    |   |             |
|----|---|-------------|
| 1. | Accounts payable ledgers and schedules    | 7 years     |
| 2. | Accounts receivable ledgers and schedules | 7 years     |
| 3. | Audit and review reports of accountants   | Permanently |
| 4. | Bank reconciliations                      | 7 years     |
| 5. | Cash books                                | Permanently |
| 6. | Charts of accounts                        | Permanently |
| 7. | Checks (canceled but see exception below) | 7 years     |

|     |  |             |
|-----|--|-------------|
| 8.  | Checks (canceled for important payments, i.e. taxes, purchases of property, special contracts, etc.)-(checks should be filed with the papers pertaining to the underlying transaction) | Permanently |
| 9.  | Depreciation schedules   | Permanently |
| 10. | Back up for deposits   | 7 years     |
| 11. | Expense analyses and expense distribution schedules  | 7 years     |
| 12. | Financial statements (end-of-year, other months optional)  | Permanently |
| 13. | General and private ledgers (and end-of-year trial balance)  | Permanently |
| 14. | Internal audit reports (in some situations, longer retention periods may be desirable)   | 3 years     |
| 15. | Inventories of products, materials, supplies   | 7 years     |
| 16. | Invoices to customers  | 7 years     |
| 17. | Invoices from vendors  | 7 years     |
| 18. | IRS tax exemption letter   | Permanently |
| 19. | Notes receivable ledgers and schedules   | 7 years     |
| 20. | Payroll records and summaries, including payments to pensioners  | 7 years     |
| 21. | Subsidiary ledgers   | 7 years     |
| 22. | Tax filings  | Permanently |
| 23. | Trademark filings  | Permanently |
| 24. | Voucher Register and schedules   | 7 years     |
| 25. | Vouchers for payments to vendors, employees, etc., (includes allowances and reimbursements of employees, officers, etc., for travel and entertainment expenses.)                       | 7 years     |

**Human Resources**

|    |  |     |
|----|--|-----|
| 1. | Employee personnel records (after termination) | N/A |
| 2. | Employment applications                        | N/A |

**Insurance**

|    |   |             |
|----|---|-------------|
| 1. | Accident reports and claims (settled cases)                         | 7 years     |
| 2. | Insurance policies (expired)  | 3 years     |
| 3. | Insurance records, current accident reports, claims, policies, etc. | Permanently |

**Miscellaneous**

|    |                                  |             |
|----|----------------------------------|-------------|
| 1. | Electronic Mail                  | 2 years     |
| 2. | Internal reports (miscellaneous) | 3 years     |
| 3. | Internal reports (miscellaneous) | Permanently |

**Purchasing**

|    |               |         |
|----|---------------|---------|
| 1. | Sales records | 7 years |
|----|---------------|---------|

**Real Estate**

|    |  |             |
|----|--|-------------|
| 1. | Deeds, mortgages and bills of sale   | Permanently |
| 2. | Property appraisals by outside appraisers  | Permanently |
| 3. | Property records including costs, depreciation reserves end-of-year trial balances, depreciation schedules, blueprints and plans | Permanently |

**FINAL APPROVAL SIGNATURE and DATE**


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 IACRN President

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 DATE

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 IACRN Executive Director

|   |                                       |  |                            |
|---|---------------------------------------|--|----------------------------|
|  |                                       | <b>STANDARD OPERATING PROCEDURE</b>                                  |                            |
|   |                                       | <b>International Association of Clinical Research Nurses (IACRN)</b> |                            |
| SOP TITLE:  | Guidelines for IACRN Chapter Websites | SOP Number:  | 500.02                     |
| Original Approval Date:   | February 14, 2020                     | Version: 1.0   | Revision Approval Date: NA |

**TITLE: Guidelines for IACRN Chapter Websites external to Chapter Webpages on IACRN main website.**

### 1.0 PURPOSE

To establish criteria for content posted on IACRN Chapter Websites external to the Chapter pages on the IACRN main website.

### 2.0 SCOPE Applies to all external websites developed Chapters of IACRN.

#### 2.1 DEFINITIONS

**2.1.1 Appendix or Appendices:** Additional documents providing useful information to support the requirements of an SOP.

**2.1.2 Approval Date:** The date on which the SOP was approved.

**2.1.3 Revision Approval Date:** The date the revised SOP was approved.

**2.1.4 Review Date:** The actual date the SOP was reviewed as required by Chapter Governance SOP 500.01

### 3.0 IACRN Chapter Pages on Main Website

**3.1** IACRN has a place on the main website <https://iacrn.org> for all chapters to post information about leadership, meetings, events, agendas, minutes etc.

#### 3.1.1 Posting content on IACRN main website chapter pages

**3.1.2** Chapter pages URL <https://iacrn.wildapricot.org/Local-Chapters>

**3.1.3** Send information for posting to [Tricia@IACRN.org](mailto:Tricia@IACRN.org)

### 4.0 Guidelines for IACRN Chapter Pages External to the IACRN Main Website

**4.1 General Guidance:** These guidelines pertain to content of websites established by IACRN chapters independent and external to the IACRN main website chapter pages.

**4.1.1 Education and Networking:** Educational and networking opportunities in a chapter's respective geographical region which support the IACRN mission may be posted on the chapter webpage. The expectation would be that the sharing of opportunities would be reciprocated by those institutions therefore broadening our reach to those research nurses that we may not have found otherwise.

**4.1.2 Membership promotion** for any other organization is prohibited.

**4.1.3 Chapter contact information must be listed.** Chapters can decide how to list their information (names or email).

**4.1.4 Link to IACRN.** Each chapter website must have a link to the parent IACRN <https://www.iacrn.org>

**4.1.5 Chapter Logo.** Each chapter logo must be supplied by IACRN Headquarters; no modifications can be made to the logo.

**4.1.6 Post upcoming chapter meetings** and virtual attendance information if applicable.

**5.0 Formal affiliations** must be reviewed by the Chapter Governance Committee and the IACRN Board of Directors.

**6.0 Frequency of Review:** Chapter Website Guidelines are to be reviewed every three years or if changes to the guidelines are required.

**7.0 APPROVAL DATE 2/2020**

Chapter Governance Committee  
Chapter Advisor Role

Introduction

IACRN Chapter Advisor communicates with, supports and mentors chapter leaders during chapter start-up and serves as a resource throughout the life of the chapter.

Role

The Chapter Advisor functions as a link between the local or proposed chapter and the Chapter Governance Committee, and ultimately the IACRN Board. This ensures communication between the local chapter and the parent association. The Chapter Advisor consults with local chapters regarding viability of starting a chapter, steps required to start and sustain a chapter including organizing, planning, marketing and reporting requirements. The Advisor will assist during the planning and application for pilot status and when/if a transition is made to full chapter affiliate.

Qualifications

Advisors are members in good standing of IACRN and the Chapter Governance Committee, have a working knowledge of the chapter start-up process through reading the *Step by Step Guide* and are willing to provide suggestions for resources to help manage issues that local chapters might encounter.

Responsibilities

- Promote the vision and mission of IACRN at local chapter level
- Provide support and advice to local chapters
- Use the *Step by Step Guide* to frame communication with local chapter
- Communicate with Chapter Governance chair(s) about chapter status
- Review and present recommendation for approval to Chapter Governance chair(s) of the preliminary application and charter
- Review 6 month and annual chapter reports (see guide)
- Assist/provide support during transitioning phase from pilot to full chapter

Time commitment:

Variable, approximate estimate 1-2 hours per month

### Chapter Advisor Checklist

This list can be used by the chapter advisor (or in circumstance where an advisor has not been assigned the members of the CG committee will be asked to review the application) to evaluate if a pilot chapter has met the criteria for recognition as a chapter affiliate of IACRN. If all criteria have been met the recommendation will be made to the CGC chair(s) that the reviewer is in favor of chapter affiliate recognition.

Pilot Chapter Name: \_\_\_\_\_

Date recognized as Pilot Chapter: \_\_\_\_\_

The following steps and materials must be completed for recommendation as a chapter affiliate. Place an X in the appropriate column if the materials have been submitted and are of acceptable quality. There is a column for comments if needed.

| Item   | Submitted<br>(Yes/No) | Acceptable<br>(Yes/No) | Comments |
|--|-----------------------|------------------------|----------|
| Cover letter   |                       |                        |          |
| Meeting agendas/minutes  |                       |                        |          |
| Mission Statement  |                       |                        |          |
| Leadership list/contact info   |                       |                        |          |
| # of attendees at meetings   |                       |                        |          |
| Tracking method for listing of IACRN members <ul style="list-style-type: none"> <li>If website based must include security plan</li> </ul>                                     |                       |                        |          |
| Names of members sent to Membership Chair  |                       |                        |          |
| Fiscal records if applicable (if collecting dues) <ul style="list-style-type: none"> <li>If applicable: sponsorship agreements (including tax exemptions) and plans</li> </ul> |                       |                        |          |
| Description of progress and goals  |                       |                        |          |
| Leadership meeting minutes (at least annually)   |                       |                        |          |
| Charter application  |                       |                        |          |

Reviewer: please indicate your decision for your recommendation of chapter affiliate status below.

Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_